

# Emergency Support Function #5 – Emergency Management

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## Primary Department

Emergency Management

## Secondary/Support Departments

Fire-EMS Department

Police Department

Department of Technology

Department of Planning, Building, and Economic Development

Public Works Department

American Red Cross

City Attorney

Finance Department

Virginia Department of Emergency

## I. Introduction

### A. Purpose

Emergency Support Function (ESF) #5 - Emergency Management directs, controls, and coordinates emergency operations from the City Emergency Operation Center utilizing the incident command system. ESF #5 must ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF #2, collect, disseminate, and display disaster-related information, and coordinate with the Virginia State Emergency Operation Center should outside assistance be required.

### B. Scope

ESF #5 serves as the support for all departments and agencies across the spectrum of incident management from prevention to response and recovery. ESF #5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes alert and notification, deployment and staffing of emergency response teams, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

### C. Policies

1. ESF #5 provides an overall multi-agency command system implemented to manage operations during a disaster;
2. The Incident Command System will be used in any size or type of disaster to control response personnel, facilities, and equipment.

3. The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, manageable span of control, pre-designated facilities, and comprehensive resource management;
4. ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response; and
5. Identified departments and agencies participate in the incident action planning process, which is coordinated by ESF #5.

## **II. Concept of Operations**

### **A. General**

1. The Coordinator of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support function. Generally, each function should:
  - a. Maintain current notification rosters,
  - a. Designate and staff an official emergency operations center,
  - b. Designate an EOC representative,
  - c. Establish procedures for reporting appropriate emergency information,
  - d. Develop mutual aid agreements with like services in adjacent localities,
  - e. Provide ongoing training to maintain emergency response capabilities.
2. Emergency Management officials and departments assigned responsibilities by this plan should be aware of the hazards that have the greatest potential for a local disaster and are most likely to occur.
3. When an emergency threatens, available time will be used to implement increased readiness measures. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.
4. The EOC support staff may include a situation and documentation unit, and other support personnel as required in order to relieve the General Staff of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained.
5. The General Staff will produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the VEOC. The staff of the EOC will support short and long term planning activities. The EOC staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).

### **B. Organization**

1. Emergency operations will be directed and controlled from the Emergency Operations Center (EOC). The EOC staff will consist of the Director, Coordinator, and may include key Branch Directors, ESF Group Supervisors, Unit Leaders or department representatives.
2. The succession of authority within these key departments is available in the EOP and expanded in the Continuity of Operations Plan (COOP) annex to be

developed. The list includes information on both elected and designated positions; other positions may be outlined in state or local statutes.

3. The Director of Emergency Management will be available for decision-making as required. The Director of Emergency Management is also responsible for coordinating the development and implementation of hazard mitigation plans.
4. The chiefs of regulatory departments or designees are responsible for enforcing compliance with rules, codes, regulations, and ordinances.
5. Departments and volunteer emergency response organizations assigned disaster response duties are responsible for:
  - a. Maintaining plans and procedures,
  - b. Ensuring capabilities to perform these duties in an emergency, and
  - c. Sharing new/revised codes, regulations, and ordinances that may mitigate a particular hazard to the attention of the City Council, in coordination with the Coordinator for Emergency Management.
6. The Coordinator of Emergency Management will assure the development and maintenance of established procedures on the part of each major emergency support function. Each agency shall:
  - a. maintain current notification rosters,
  - b. designate EOC representatives if applicable,
  - c. establish procedures for reporting appropriate emergency information,
  - d. provide ongoing training to maintain emergency response capabilities.
7. The Coordinator of Emergency Management will assure that all actions are completed as scheduled and may close facilities, programs, and activities in order to ensure employees who are not designated "emergency service personnel" are not unnecessarily placed in harms way.

## **C. Actions**

1. Develop and maintain a capability for emergency operations and reflect it in the Emergency Operations Plan.
2. The Emergency Management Coordinator is responsible to:
  - a. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations;
  - b. Maintain a notification roster of EOC personnel and their alternates;
  - c. Establish a system and procedure for notifying EOC personnel and coordinate implementation with Emergency Communications Center staff;
  - d. Identify adequate facilities and resources to conduct emergency operations at the EOC;
  - e. Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and relief organizations, such as the American Red Cross;
  - f. Develop plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2;

- g. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
  - h. Test and exercise plans and procedures; and
  - i. Conduct community outreach/mitigation programs.
- 3. Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the locality;
- 4. Coordinate with Finance to develop accounting and record keeping procedures for expenses incurred during an emergency;
- 5. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects.
- 6. Provide periodic staff briefings as required;
- 7. Provide logistical support to on scene emergency response personnel;
- 8. Prepare emergency information to the public in coordination with ESF #2 and maintain essential emergency communications through the established communications network;
- 9. Provide reports and requests for assistance to the Virginia EOC;
- 10. Compile initial damage assessment report and send to the Virginia EOC; and
- 11. Coordinate requests for non-mutual aid assistance.

#### **D. Responsibilities**

- 1. Activates and convenes emergency assets and capabilities;
- 2. Coordinates with law enforcement and emergency management organizations;
- 3. Coordinates short and long term planning activities;
- 4. Maintains continuity of government;
- 5. Directs and controls emergency operations;
- 6. Submits state required reports and records;
- 7. Conducts initial warning and alerting; and
- 8. Provides emergency public information.

**Tab 1 to Emergency Support Function #5**

**EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE  
LISTING**

**The Emergency Resource Directory is available and maintained as a separate document.**

## **Tab 2 to Emergency Support Function #5 PRIMARY EOC STAFFING**

### **Yellow Staffing (Light): May be staffed at the ESF Unit Leader Level**

ESF 5/Director or Coordinator of Emergency Management  
ESF 13/Police Chief or Designated Person  
ESF 4/Fire-EMS Chief or Designated Person  
ESF 3/Public Works Director or Designated Person  
Documentation Unit

### **Orange Staffing (Medium): May be staffed at Branch Director or Unit Leader Level**

ESF 5/ Director or Coordinator of Emergency Management  
City School Emergency Management (Unified Command)  
Health Department Emergency Management (Unified Command)  
Finance Representative  
Documentation Unit

Emergency Services Branch Director  
ESF 13/Police Chief or Designated Person  
ESF 4/Fire-EMS Chief or Designated Person  
ESF 9/Search and Rescue Representative (or ESF 13 Rep)

Service and Support Branch Director  
ESF 1/Transportation Representatives  
(Public Works and Transportation Officer/Unit Leader)  
ESF 3/ Public Works Representative  
ESF 6/Social Services Representative  
ESF 7/ Resource Management (General Services Representative)

Communications Branch  
ESF 2 Representative/Public Information Officer  
Department of Technology Representative/GIS Support

### **Red Staffing (FULL): Branch Director/ESF Unit Leaders may elect to staff as needed**

General Staff- Director of Emergency Management, ESF 5  
Emergency Management Coordinator  
City Attorney Representative  
City School Emergency Management (Unified Command)  
Health Department Emergency Management (Unified Command)  
Documentation Unit

Emergency Services Branch Director  
ESF 13/Police Chief or Designated Person  
ESF 4/Fire-EMS Chief or Designated Person  
ESF 9/Search and Rescue Representative (or ESF 13 Rep)  
ESF 8/Health Department Representative  
ESF 10/Hazardous Materials Representative (or ESF 13 Rep)  
Environmental Administrator

Human Needs Branch Director

ESF 6/Social Service & Red Cross Representative

ESF 8/Health Department Representative

ESF 11/Agricultural & Natural Resources Representative as needed

Service & Support Branch Director

ESF 1/Transportation Representative

ESF 3/ Public Works Representative

ESF 7/ Resource Management (General Services Representative)

ESF 12/Energy (Public Works and/or Utilities Representatives)

Communications Branch Director

ESF 2/Communications Representative(s)

ESF 15/ External Affairs (Joint Information Center Representative)

Department of Technology Representative/GIS Support

Recovery Branch Director, as needed

ESF 14/Donations Management

Messengers (2)

Phone Operators (2)

Security

ALTERNATE EOC STAFFING  
(To be completed during Increased Readiness.)